

MONTANA'S DETAILED PROCEDURES FOR TARGETING PROVIDERS OF SECONDARY VOCATIONAL EDUCATION FOR ANNUAL ON-SITE REVIEWS OF CIVIL RIGHTS COMPLIANCE SEPTEMBER 2002

There are 164 school districts comprising the secondary subrecipients that provide vocational education and receive Carl Perkins funding in the state of Montana. Providing an on-site review of two and one half percent of this number annually requires that four such districts receive an on-site assessment each year by the Director of Career and Vocational/Technical Education, (hereafter referred to as the MOA Coordinator) or her/his representative. The following procedures will be followed to target providers that have the greatest potential for civil rights noncompliance and/or are of such size to require monitoring on a regular cycle. Specific targeting data will be compiled by a ranking system to determine which four secondary level providers receive an on-site monitoring.

There are a total of 167 high school districts in the state of Montana, with a total high school enrollment of 49,123 students. Districts in the state are ranked as follows: Class AA includes 7 districts with a total enrollment of 22,309 students, Class A includes 22 districts with 11,677 students, Class B includes 43 districts with a total enrollment of 9,183 students and Class C includes 94 districts with a total enrollment of 5,914. Each year at least two on-site visits will be conducted in Class AA and A districts, with no Class AA district going without an on-site visit during the first five-year cycle with the five-year cycle beginning in 2000. Each year at least one on-site visit will be conducted in a Class B or Class C district. Districts in each of these categories that will receive on-site visits will be determined by the following criteria:

1. VOCATIONAL ENROLLMENT STATISTICS

Vocational education program enrollment statistics will be ranked on a scale of 1 to 5. Districts with the most vocational enrollment will receive a score of 5, and schools with the least vocational enrollment will receive a score of 1.

2. VOCATIONAL PROGRAMS

The number of vocational programs in a district will be ranked on a scale of 1 to 5, with districts with the most vocational programs receiving a score of 5, and districts with the least vocational programs receiving a 1.

3. KNOWLEDGE OF CIVIL RIGHTS PROBLEMS

Direct verbal or written reports will be solicited from the directors, program managers, and specialists within the Office of Public Instruction (who are most likely to encounter evidence of civil rights noncompliance) by the MOA Coordinator. These concerns will be ranked on a scale of 0 to 5, with 0 being no problems and 5 being very problematic.

4. COMPLAINT ANALYSIS FROM EXTERNAL GROUPS

Consultation with the following groups regarding any complaints or concerns that they raise regarding race, disability, language discrimination and/or any other types of discrimination in Montana school districts. These concerns will be ranked on a scale of 0 to 5, with 0 being no problems and 5 being very problematic. Groups include, but are not limited to:

- Montana Human Rights Network
- Montana Association for Career and Technical Education
- Montana Advocacy Program
- Montana Association of Bilingual Education
- Montana Parent Teachers Association
- Montana Indian Education Association
- Parents Let's Unite for Kids
- National Coalition for Sex Equity in Education
- Other groups

5. TIMEFRAME SINCE LAST VISIT

Schools will be visited on a rotating basis, unless issues from the previous year warrant a return visit. Length of time since the last visit will be ranked on a scale of 1 to 100, with districts visited 1 year prior receiving a 1, 2 years prior receiving a 2 and so on.

6. MEDIA REPORTS

Any complaint from sectors of the media, such as television, newspapers or the Internet, brought to the attention of the MOA Coordinator, will be assessed and assigned ranking on a scale of 0 to 5, with 0 being no problems and 5 being very problematic.

The four districts with the highest point totals are targeted for review during the annual reporting period, remembering that Class AA districts must all be visited within the first five-year cycle beginning in 2000. Additional on-site reviews may be conducted at the discretion of the MOA Coordinator where problems are noted or which develop and were not evident at the time of the ranking.